



# Wayne County Community College District

## COURSE SYLLABUS

### MOS 150 Medical Administrative Specialist Practicum

---

**CREDIT HOURS:** 5

**CONTACT HOURS:** 75

**COURSE DESCRIPTION:**

Practicum experience is 240 hours in a medical office setting receiving hands-on experience in areas of medical records, medical billing, scheduling, and other general duties and responsibilities.

**PREREQUISITE:**

**EXPECTED COMPETENCIES:**

Upon successful completion of this course, the student will be able to:

- Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry.
- Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

**ASSESSMENT METHODS:**

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

**GRADING SCALE:**

90%-100% = A  
80%-89.9% = B  
70%-79.9% = C  
60%-69.9% = D  
<60% = E